

MINUTES  
VILLAS I AT SNOWDEN OVERLOOK  
BOARD OF DIRECTORS MEETING  
June 01, 2021 - Approved

**Announcement:** *The Board Meeting was held in person at the clubhouse, with a Zoom option for any member or resident not comfortable with attending in person due to the coronavirus pandemic. Homeowners were notified by email.*

Present: Members: Lou True, Jerry Pelch, Dave Perin, Charlie Overly, Robert Vogel, and WPM Property Manager Patricia Lall.

**1. Call to Order:** 7:00 PM

**2. Reading of Minutes from Previous Meeting:**

The minutes from the May 4<sup>th</sup> Board meeting were not finalized and ready for submission. Therefore, the meeting minutes from both the May and June Board meetings will be submitted to the Board at the July meeting.

**3. Treasurer's Report:** As of 04/30/21, total account balance was \$1,073,022 including \$42,702 in the checking account and \$1,030,320 in the reserve and contingency accounts. YTD Expenditures were budgeted at \$88,182 with actual expenses \$99,640.

**4. Property Manager's Report:** - Report received by the Board on May 28<sup>th</sup>.

**5. Committee Reports:**

**a. Architectural –**

1) **8881 WGD - Motion** - made by J. Pelch, seconded by R. Vogel and adopted 4-1 to approve the architectural change application submitted to remove/replace front and side yard trees, add new plants to the landscape area, and add edging around the area. Approval was contingent on removal of any tree stumps and approval by Long Reach.

**b. Landscape –** Fire hydrant meter has been received.

**c. Parking and Traffic –** Nothing new to report.

**d. Social –** Nothing new to report.

**e. Maintenance –** Nothing new to report.

**6. Old Business:**

**a. Replacement of Warped Siding:** - Nothing new to report.

**b. Asphalt Road Maintenance –** WPM, based on input from contractors recommended the work be deferred until the cooler temperatures of Fall 2021.

**c. Spring Inspections -** WPM presented a draft of a Self-Inspection form and seeks comments from the Board before finalizing the form at the June work session.

**d. 8884 WGD –** WPM will update the Board on the status of the preventative work identified by Park Heights Roofing.

**7. New Business:**

- a. **8721 WWW:** Homeowner is working with their contractor to ensure the installed patio does not extend beyond their property line.

**8. Open Forum for Unit Owners:**

- Resident raised the issue of exposed tree roots in the Secret Waves Square and the tripping hazard it causes. Resident asked if the association could add soil/sod to backfill the area. The Board agreed to discuss the issue with the association's landscape contractor.

**9. Adjournment** at 8:10 PM

Upcoming meetings: General 7/06/2021 and Work Session 06/15/2021

Prepared by Charlie Overly – Board Secretary

Approved: *Charlie Overly*

Signed: 07/06/2021

**2. Reading of Minutes from Previous Meeting:**

Motion - made by \_\_\_\_\_, seconded by \_\_\_\_\_ and adopted \_\_\_\_\_ to approve the May 05, 2021 minutes and to dispense with reading them.

3. **Treasurer's Report:** As of 03/30/21, total account balance was \$ including \$ in the checking account and \$ in the reserve and contingency accounts. YTD Expenditures were budgeted at \$ with actual expenses \$ .

4. **Property Manager's Report:** - Received by the Board on 5/28/2021.

5. **Committee Reports:**

b. **Architectural –**

2)

3)

4)

Work session

. Architectural Change Application: 8888, external light fixture replacement. (And possibly another from 8847 for a deck enlargement/replacement.) Bob 1sr and Jerry 2<sup>nd</sup> and vote 4-0

e. **Landscape –**

f. **Parking and Traffic –**

g. **Social –**

e. **Maintenance –**

7. **Old Business:**

e. **Replacement of Warped Siding:** - Nothing new was reported.

f. **Asphalt Road Maintenance –** Nothing new was reported.

- g. **8884 WGD** – Inspection Report by Park Heights Roofing did not identify source of reported water damage. Preventive work identified by contractor is being reviewed.
- h. **Leaking Gutters** – Based on inspection, 8827 WWW does not require repair. WPM to move forward with repairs at 8885 and 8887 WGD and 8715, 8731, and 8740 WWW.

**8. New Business:**

- a. **Gutter-Cleaning Contract** – Board discussed the proposals from Chesapeake Property Services and Herman Home Services. Item was tabled to the upcoming Board work session with WPM to seek additional performance reviews of Herman Home Services.
  
- b. **8884 WGD Preventive Roof Work** - WPM to seek additional price quotes for the proposed preventive roof work.

**8. Open Forum for Unit Owners:**

**9. Adjournment** at        PM

Upcoming meetings: General 06/15/2021 and Work Session 07/06/2021

Prepared by Charlie Overly – Board Secretary

- 1. Unit Maintenance Inspections – as drafted by the Board and Management, the cover letter and inspection form is included in Attachments for Board review and discussion.
- 2. Gutter Cleaning – Herman Home Services completed the perimeter units gutter cleaning on May 10. The schedule for future gutter cleanings is provided on the attached 2021 Operations Calendar.
- 3. Asphalt Repairs – Based on the recommendations from the asphalt contractor, we will table crack sealing for the winter months.

4. Architectural Violations – there are no open violations.

June 1 – Board Meeting 15 - Board Working Session

June 7, 8 - Full Gutter Cleaning

July 6 – Board Meeting

6. Old Business:

- a. Unit maintenance inspection form?
- b. Asphalt repairs? Winter?

7. New Business:

- a. 8721 patio inspection?

**Announcement:** *The in-person Board Meeting has been replaced with a video teleconference due to the coronavirus pandemic. Homeowners were notified by email.*

Present: Members: Lou True, Jerry Pelch, Dave Perin, Charlie Overly, Robert Vogel, and WPM Property Manager Patricia Lall.

**1. Call to Order:** 07:00 PM